

Chapter Overview

Introduction The objective of this chapter is to provide a concise, user friendly job aid for transferring a member. This chapter provides checklists, guides, and information required to complete this task.

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Section Overview

Introduction This section will guide you through the Permanent Change of Station (PCS) process.

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The PCS Transfer Process

Introduction The transfer process depends on communication between many participants. This process is broken down into stages identifying what needs to be completed and who is responsible.

Process This is the process.

Stage	Who does it	What Happens
1	Member	Prepares CG-3698A
2	Issuing Authority	Issues transfer order (e.g. CGPC ETO)
3*	PERSRU	Notifies unit when order is received
4*	Member/Unit	<ul style="list-style-type: none">• Completes PCS Departing/Separation Worksheet (CG HRSIC-2000) and Departing TDY and PCS (JFTR, Chapter 5) Entitlements Worksheet (CG HRSIC-2003) and PCS/TEM DUINS To “A” School Worksheet (CG-HRSIC 2001) if applicable and forwards to PERSRU• Schedules appointment with servicing Transportation Officer (TOPS site) to arrange shipment of HHG
5*	PERSRU	Prepares SDA II PCS Departing Transactions (CG-5131)
6*	PAO/HRSIC (TVL)	If requested, will process travel advances (preferably by facsimile)
7*	TO (TOPS site)	Counsels member and arranges shipment of HHG
8*	Unit	Endorses order upon departure
9*	PERSRU	Approves and transmits SDA II PCS Departing Transactions
10	Member	Reports to new unit, prepares <ul style="list-style-type: none">• Travel claim DD-1351-2 (for self and dependents)• PCS Reporting Worksheet (CG HRSIC-2005)• BAH/Housing Worksheet (CG HRSIC-2025)
11	New Unit	<ul style="list-style-type: none">• Endorses order with date and time reported and messing status (e.g. BAS, SEPRATS, RIK)• reviews travel claim(s), and forwards to HRSIC (TVL) with original order• forwards worksheets to PERSRU with a copy of the endorsed order
12	PERSRU	Completes SDA II PCS Reporting Transactions
13	HRSIC (TVL)	Processes travel claim(s)
14	Member	Prepares CG-3698A

*The PERSRU and unit are to build a relationship that ensures these procedures are completed using the most expeditious means possible.

Section A
PERMANENT CHANGE OF STATION

PCS Departing Checklist

Introduction This checklist has been provided as a job aid to assist the unit/PERSRU in completing all necessary tasks required for departing PCS. This job aid is designed to be reproduced locally.

Departing Checklist Action upon receipt of a PCS Order.

Step	Action	Reference	Date
1	Ensure member is eligible for transfer	4-B PERSMAN, 2.A.2.a TRNG & ED. Manual	
2	Ensure member meets obligated service requirements for transfer	4-C-6 PERSMAN	
3	Ensure member meets requirements for overseas transfer (if applicable)	2-A-6 PPPM	
4	Complete NAVPERS 1330/2 Navy Sponsor Notification if member requests a sponsor.	4-A-15 PERSMAN, ALCOAST 049/00	
5	Counsel member on PCS travel entitlements, when completing PCS Entitlements Worksheet (CG HRSIC-2003)	Chapter 5 CGS-JFTR	
6	Verify member's entitlement to FSH and/or FSA-R and BAH allowances	3-F PAYMAN	
7	Complete PCS Departing/Separation Worksheet (CG HRSIC-2000), and PCS/TEMDUINS to "A" school worksheet (CG HRSIC-2001) if applicable	Encl. (1) PPPM	
8	Complete performance evaluation Mandatory - if on the date of detachment 92 or more days have elapsed since the last performance evaluation was completed Optional - if on the date of detachment less than 92 days have elapsed since the last performance evaluation was completed	10-B-5 PERSMAN	

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Section A
PERMANENT CHANGE OF STATION

PCS Departing Checklist, Continued

Departing Checklist (continued)

Step	Action	Reference	Date
9	Review PDR	PDR Instruction	
10	Ensure member has a valid ID card	5-D-4 PPPM	
11	Verify that member's dependents are enrolled in DEERS	5-B-17 PPPM	
12	Ensure member meets weight standards	Weight Instruction	
13	Prepare SDA II PCS Departing Transactions (PERSRU)	Chap 3, SDA-II User Manual	
14	Complete SF-1038 for travel advances, if requested	2300 CGS-JFTR	
15	If requested, fax original order and SF-1038 to HRSIC (TVL) for travel advances	2300 CGS-JFTR	
16	Ensure member has an appointment scheduled with transportation office (TOPS site) to arrange shipment of HHG	None	
17	Transfer Government Travel Charge Card account to coordinator at the new PDS	Charge Card Instruction	
18	Return order to unit/member (PERSRU)	PPPM	
19	Ensure security debriefing is conducted	PERSEC	
20	Distribute order	PPPM	
21	Forward PERSRU PDR, Unit PDR and MED PDR	PDRMAN	

Section A
PERMANENT CHANGE OF STATION

PCS Reporting Checklist

Introduction This checklist has been provided as a job aid to assist the unit and PERSRU in completing all necessary tasks for reporting in from PCS. This job aid is designed to be reproduced locally.

Reporting checklist Action upon member reporting

Step	Action	Reference	Date
1	Endorse order	2-A-2 PPPM	
2	Verify member's entitlement to FSH and/or FSA-R, and BAH allowances	3-F PAYMAN	
3	Complete PCS Reporting and BAH/Housing Worksheets and forward to PERSRU with copy of endorsed order <ul style="list-style-type: none">• Ensure member supplies mailing address so PERSRU can update block 22 of LES	Enclosure (1) PPPM	
4	Update address in DEERS if a residential move occurred.	5-B-17 PPPM	
5	If applicable, ensure member completes Allotment and Bond Worksheets so addresses for allotments and bonds can be updated	Enclosure (1) PPPM	
6	If member is from one of the states which taxes military pay while the member is stationed in the state, ensure member submits state tax withholding form	8-B-3 PPPM	
7	Ensure member completes travel claim for self and dependents, if applicable	Appendix (E) PPPM	
8	Ensure supervisor reviews travel claim and initials block 16 within 2 working days	Appendix (E) PPPM	
9	Ensure the travel claim and original order are forwarded to HRSIC (TVL) for processing	Appendix (E) PPPM	
10	Update Personnel Security Record (CG-5274) and conduct arrival briefing	PERSEC	
11	Ensure member submits a new Assignment Data form (CG-3698A) within 6 months	5-D-11 PPPM	
12	If applicable, ensure Government Travel Charge Card account was transferred from old PDS	Charge Card Instruction	
13	Ensure member has a valid ID card	5-D-4 PPPM	
14	Ensure a performance evaluation was completed by the previous unit within 92 days of detachment	10-B-5 PERSMAN	
15	Complete a new CG-4170A	5-A-2 PPPM	
16	Review PDR	PDR Instruction	

Section A
PERMANENT CHANGE OF STATION

Overseas Transfer Checklist

Introduction This checklist has been provided as a job aid to be used when a member receives an order for overseas. It is designed to be reproduced locally and should be used along with the PCS Departing Checklist

Step	Action	Reference	Date
1	Ensure that message concerning overseas transfer with list of screening questions is received from the overseas command to which the member is ordered.	4-H-4 PERSMAN	
2	Interview member and/or dependents for suitability within 10 days of receipt of transfer order. Use the “Command Checklist for Overseas Screening” , Exhibit 4-H-2 of the PERSMAN and the list of screening questions sent by the overseas command to complete the interview.	4-H-2 PERSMAN	
3	Ensure the servicing PERSRU supervisor has verified for completeness and signed the “Command Checklist for Overseas Screening” , Exhibit 4-H-2 of the PERSMAN .	Upcoming Change to PERSMAN	
4	Ensure the member and dependents are medically qualified for overseas transfer. The member must have an approved overseas physical including immunizations and any essential dental treatment completed within the last 6 months.	4-H-3 PERSMAN 3-A-7 MEDMAN	
5	Ensure member and dependents <ul style="list-style-type: none">• have valid ID cards• have International Certificates of Vaccination PHS-731 (if required)• are provided with detailed information concerning tour length and have elected an appropriate tour• are counseled regarding overseas station allowances when member is assigned to a restricted area and dependents reside in an area outside the U.S.	4-H-7 PERSMAN	
5	Ensure that the member has made arrangements for passports if required.	Passports Instruction	
6	Ensure member, if in pay grade E-2 thru E-6, has a valid drivers license.	4-H-7.d PERSMAN	
7	Send request for entry approval message to overseas command. Note: Need to ensure that the overseas command has received a copy of the Command Checklist for Overseas Screening prior to requesting approval.	4-H-9.a PERSMAN	

Automatic Stops of Pay and Allowances

Introduction Certain pay entitlements are automatically stopped when the departing or reporting endorsement on orders transaction processes.

References

- CG Pay Manual
Chapter 3, Allowances
Chapter 4, Special Pay
Chapter 5, Incentive Pay
- JFTR, para. U9100, Housing and Cost-of-Living Allowances

Auto Stops on PCS This table shows which pay entitlements will be automatically stopped when PCS transfer occurs.

Note: Automatic stops will not occur on interoffice transfers.

Entitlement Description	When the Entitlement Stops
Basic Allowance for Housing - Child (BAH Diff) (Codes P, Q, or R only)	On the day prior to reporting
Basic Allowance for Housing (BAH)-Without Dependents	On the day prior to the effective date of departure (E-4 with less than 4 years of service and below only)
Basic Allowance for Housing - Partial (BAH Partial)	On the day prior to the effective date of departure
Basic Allowance for Subsistence (BAS/SEPRATS, enlisted only)	At 0459 hours on the effective date of departure
Basic Allowance for Subsistence (Partial BAS, enlisted only)	On the day prior to the effective date of departure
SEPRATS-T	At 1859 on the effective date of reporting PCS
Career sea pay/time and premium	On the effective date of departure
Combat Tax Exclusion	On the last day of the month of the effective date of departure
CONUS Cost of Living Allowance (CCOLA)	On the day prior to the effective date of reporting

Continued on next page

Section A
PERMANENT CHANGE OF STATION

Automatic Stops of Pay and Allowances, Continued

Auto Stops on PCS (continued)

Entitlement Description	When the Entitlement Stops
Cost of Living Allowance (COLA), with or without dependents and partial	On the day prior to the effective date of departure
Crew flight pay (enlisted only)	On the effective date of departure
Diving Pay	On the effective date of departure
Family Separation - Housing (FSH) and Family Separation Allowance (FSA-S only)	On the day prior to the effective date of departure
Family Separation Allowance (FSA-R and FSA-T only)	On the day prior to reporting, less any leave, proceed time or compensatory absence
Hardship duty pay-location	On the effective date of departure
Hostile Fire, Imminent Danger Pay	On the last day of the month of the effective date of departure
Noncrew flight pay	On the effective date of departure
Overseas Housing Allowance (OHA), with and without dependents	On the day prior to the effective date of departure
Responsibility Pay	On the effective date of departure
Special Duty Assignment Pay (SDAP)	2400 on the day before the member departs PCS
Special subsistence (SPEC BAS)	On the day prior to the effective date of departure

How to Prepare NATO Order

Introduction A NATO order, along with proper identification, allows an individual to pass without difficulty from one NATO nation to another. This order is only for the movement of military personnel, their personal baggage, individual weapons, and official documents.

References CG Personnel Manual, Article 4-A-18, NATO Supplemental Order

Format for order The below table describes how to complete a NATO order.

Step	Action
1	Top of letterhead type: Grading of Form: NATO UNCLASSIFIED
2	Include in the heading: country of origin, SSN, date order prepared.
3	In the first paragraph include: <ul style="list-style-type: none">• Name, rank, grade and ID card number• Destination, within NATO country.• Date of departure from original country.• Number of days member will remain in NATO country, if PCS, so indicate.
4	In the second paragraph include: Authorization for member to possess and carry firearms.
5	In the third paragraph include: The number of official dispatches and that they are official documents.
6	In the fourth paragraph include: A certification that the travel is under the provisions of the NATO Status of Forces Agreement.

Note: Officer authorizing the NATO travel will sign the order.

Continued on next page

Section A
PERMANENT CHANGE OF STATION

How to Prepare NATO Order, Continued

Recommended format Here is the recommended format for NATO travel orders
Note: NATO travel orders will be prepared in English and French. Any instructions printed on the reverse of the orders will appear in English only.

Grading of form: NATO UNCLASSIFIED		
<u>NATO TRAVEL ORDER</u>		<u>ORDRE DE MISSION OTAN</u>
Country of Origin:	Social Security Number	
<i>Pays de provenance:</i>	Date order issued	
1. The bearer (and group as shown heron or on attached list) <i>Le porteur (et personnel porte ci-dessus ou sur la list jointe)</i>		
Personal/Identity Card No. (if any)	Name:	Rank/Grade
<i>No Mle/de la cazrte d'identite</i> _____	<i>Nom:</i> _____	
<i>(s'il y a lieuy)</i>		
will travel to: <i>fera mouvement a:</i> _____		
Date of departure <i>Date du depart, le (ou vers le):</i> _____		
____ For a period of approximately _____ days ____ For Permanent change of station, <i>Pour a peu pres _____ jors _____ Pour changement permanent de garnison.</i>		
2. Authority (is)(is not) granted to possess and carry arms. <i>Autorisation dep port d'armes (accordee) (non accordee).</i>		
3. The person named in paragraph 1 is authorized to carry ____ sealed dispatches. <i>La personne indequee au paragraphe 1 est autorisee a porter _____ plis scelles.</i>		
a. These dispatches contain only official documents. <i>Ces plis ne contiennent que des documents officiels.</i>		
4. I hereby certify that this individual/group is/are member(s) of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized mover under the terms of this agreement. <i>Je soussigne certifie que le personnel vise appartient a une armee telle definie dans l'Accord OTAN sur le statu des Forces Armees et que ce deplacement est officiel selon les termes de cet accord.</i>		
Signature of Officer Authorizing Movement		

Section Overview

Introduction This section will guide you through the procedures needed when a member requires an order for Temporary Duty (TDY).

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The Temporary Duty (TDY) Order

Purpose of a TDY Order

A Temporary Duty (or TDY) order is used to direct a member or members to go from the permanent duty station to another location (or locations), to perform duty temporarily at the location(s), and to return to the permanent duty station upon completion. The travel order establishes the conditions for official travel and transportation at Government expense, and provides the basis for the traveler's reimbursement.

Requirements for a TDY Order

The written TDY order is a document that meets several practical requirements while it satisfies a mandated administrative requirement. The order provides:

- Information to the personnel or activities that provide support or services to the traveler(s), e.g., Travel Management Centers, Commercial Ticketing Offices (CTO), Transportation Officer, etc., as to what support is authorized for the traveler(s),
 - Information to the accounting system to enable correct funds accounting.
-

Rationale

In order for this single document to satisfy these several requirements there are a number of elements which must be included on the order.

There is a primary goal attached to the manner in which the information is provided. That goal is:

- **Different personnel or activities must present the information in a way that is understood by all and which minimizes differences in interpretation.**
-

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The Temporary Duty (TDY) Order, Continued

Information elements

Regardless of what form or format is used to create the TDY order, there are several element questions that need to be answered by the information contained in the TDY order. The questions are:

- **WHAT** mode of transportation is authorized or directed,
- **WHAT** type of quarters is authorized or directed,
- **WHAT** type of messing is authorized or directed,
- **IS** the traveler a government travel charge card holder,
- **WHAT** is maximum amount of travel funds authorized,
- **WHAT** is the accurate Travel Order Number (TONO) and Accounting line data, and
- **WHAT** are the specifically named reimbursable expenses that must be pre-authorized on the Travel Order, i.e., Conference costs, Registration fees, Rental vehicle and size authorization, Communication services, Excess baggage, etc.

Rule

These elements must be answered. Any precise answers that are known must be precisely provided. Information that is not fully available should be addressed to the level of detail that is known - and made more precise when known.

Reimbursement Methods

Introduction This section covers the various reimbursement methods used during TDY travel including per diem, transportation and miscellaneous reimbursements.

Per Diem Definition Per Diem is a daily fixed allowance, based on geographic locality, used to reimburse travelers for lodging, meal and incidental expenses incurred while performing official travel. This allowance is separate from transportation and other miscellaneous expenses. There are basic reimbursement methods, which may be used for per diem entitlements, which are explained in this section.

◆ *Note:* Current locality per diem rates are located in the Per Diem Committee Web Site at http://www.dtic.mil/per_diem/.

- Per Diem Types**
- **Normal Lodging Plus Rate (LDP)**

Entitlement to per diem is based on the actual lodging cost incurred, which must be substantiated by a receipt, plus meals and incidental expense (M&IE) allowances. The total amount of all three is limited to the maximum locality rate established for the TDY area. This method of determining per diem is known as the Lodging Plus (LDP) System. See Joint Federal Travel Regulations (JFTR), Chapter 4.

◆ *Note:* 1. This type of per diem is commonly listed on orders as “Government Quarters & Messing Not Available.”

2. For INCONUS daily lodging, taxes are **not** included in the daily amount. These taxes are an allowable reimbursable expense under the “miscellaneous reimbursement section.” OUTCONUS lodging taxes are included in the daily lodging amount.
 - **Actual Expense (AE) & Super Actual Expense (SAE)**

When TDY circumstances are such that the lodging plus per diem reimbursement would not be sufficient to cover the traveler’s expenses, entitlement to an actual expense allowance may be authorized or approved. Actual expense permits the traveler to exceed the maximum locality rate for both lodging and M&IE expenses. When the traveler is authorized to exceed the maximum lodging portion only, the per diem rate is actual expense for lodging with the M&IE portion at the LDP rate. Normally actual expense is limited to 150% of the maximum locality rate for the area where duty is performed. In certain cases, such as short notice TDY or TDY in seasonally high cost areas, actual expense may be authorized not to exceed 300%.

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Reimbursement Methods, Continued

**Per Diem
Types**
continued

- **Actual Expense (AE) & Super Actual Expense (SAE) *continued***
Actual expense cannot be a blanket authorization. Each trip and locality must be authorized/approved separately listing the locality, dates, and amounts. See JFTR, U4200.

◆ *Note: This type of per diem is listed on orders as either “Government Quarters & Messing Not Available, Authorized Actual Expense not to exceed \$_____ per day or Actual Expense Authorized for Lodging only not to exceed \$_____ per night for the dates of _____ through _____.”*

Example: Locality is Topeka, KS. – Maximum is \$80.00 per day
Lodging - \$50.00 & M&IE - \$30.00
150% Actual Expense for Lodging & M&IE is
 $150\% \times \$80.00 = \120.00 per day for lodging & M&IE
150% Actual Expense for Lodging only is
 $(150\% \times \$80.00) - \$30.00(\text{M\&IE}) = \$90.00$ per night for lodging

- **Training (TNG)**
When military members attend various courses of instruction and are required to use government quarters and unit essential messing, per diem is paid at the current government meal rate (unless they are provided meals at no cost) and an incidental rate of \$2.00 for INCONUS or \$3.50 for OUTCONUS. Members may also be reimbursed for government quarters fees if charged. See JFTR, U4125
- **Sea Duty (SD) or Government Ship (GS)**
Military members are not entitled to per diem for any period of TDY or training while in a Sea Duty Status or aboard a Government vessel. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. This duty is considered unbroken when a member transfers from one vessel to another and the transfer is made within a 10 hour period. See JFTR, U4102
- **Field Duty**
Members on field duty are not entitled to per diem unless circumstances per reference JFTR, U4105.D apply. The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400, the day before the day on which it ends. See JFTR, U4102.L & U4105.D.

Continued on next page

Reimbursement Methods, Continued

**Per Diem
Types**
continued

- **Special or Reduced Per Diem (SPR)**
Special or Reduced per diem is a flat prearranged per diem rate, which is below the normal lodging, and M&IE rate for the locality. These rates are usually established for particular missions/operations. Special per diem rates must be approved by COMDT (G-WPM-2) and listed on any travel orders using these special rates. See JFTR, U4135
- **Inpatient (INP)**
There is no per diem entitlement for members while they are in an inpatient status. However, those members who must remain on TDY at a medical facility for follow-up appointments or therapy are entitled to per diem allowances. See JFTR, U7125
- **Assigned to Rehab center (REH)**
A member isn't entitled to per diem for any period of TDY when assigned to a rehabilitation center when both Government quarters and mess are available. See JFTR, U7125.
- **No Per Diem (NP)**
 - There are circumstances other than ones previously mentioned, in which per diem is not authorized for travelers. Some examples are:
 - Travel or TDY Within PDS Limits - Except as authorized in U4105-H (JFTR), members are not entitled to per diem for travel or TDY performed within the limits of the PDS.
 - Round Trips Within 12 Hours – Members are not entitled to per diem for any period of TDY, which is performed entirely within 12 hours.
 - ◆ *Note: 1. See JFTR, U4100 & U7125 for further information concerning non-per diem statuses.*
2. Occasional meals may be reimbursed for certain circumstances for above types of duty. See JFTR, U4102.

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Reimbursement Methods, Continued

Travel Settlement Defaults

TDY travel rules have several ‘defaults’ or assumptions when information is inadequate or absent on the order. The protection against these defaults is a TDY order that contains clear, adequate, and correct information. The defaults include:

GOVERNMENT MESSING:

Default meal settlement standard (U4400, JFTR). When Travel Orders **do not direct** the government or proportional meal rate, the locality meal and incidental (M&IE) rate shall be paid.

When do
military
personnel have
to pay for
Government
mess meals?

Because Basic Allowance for Subsistence (BAS) **does not** stop for TDY periods, members who draw a subsistence allowance, SEPRATS, Enlisted Regular BAS, or Officer BAS, and is TDY to either;

1. A Government vessel, or
2. An Essential Messing Unit (Cutter, “A” School, OCS), or
3. On “Field Duty” assignment, or
4. In a “Group Travel” status,

shall be charged and pay for meals at the Discount Government meal rate (See JFTR, Appendix A, for the current rate.) There is **no authorized reimbursement** for meals under the above conditions in a travel claim settlement. If a member does not pay their mess bill, the CG Dining Facility can prepare and send a pay adjustment authorization (PAA) to HRSIC (MAS) for collection from their Military pay account.

QUARTERS:

Government Quarters are available **ONLY IF** use is directed in the Official Orders.

Continued on next page

Reimbursement Methods, Continued

**Travel
Settlement
Defaults,
*continued***

TRANSPORTATION:

Unless the order-issuing official has directed a specific transportation mode or authorized an exception, allowable transportation expenses will be paid as coded in the travel claim based on the assumption that common carrier air transportation is generally the most cost efficient and expeditious way to travel. For ticketing purposes, always use an in-house Travel Office, Contract Travel Office (CTO), or Travel Management Center (TMC) to ensure the member receives the government contracted reimbursable rate. See JFTR, Chapter 3.

ONLY THOSE EXPENSES which are pre-authorized and that are clearly implied by the order (e.g., transportation to/from common carrier terminals when common carrier transportation is necessary) or specifically addressed by the order (e.g., rental car) are available to the traveler.

RECEIPT REQUIREMENTS:

A receipted bill or other form of receipt must show what and when specific services were rendered or articles purchases, and the unit price. See JFTR, U2500. **Receipts are required for:**

1. Lodging expenses regardless of amount, and
 2. Any claimed expenditures of \$75.00 or more.
-

Amendments to TDY Orders

**When orders
can be
amended**

Orders can be amended after-the-fact to document verbal authority given during the TDY travel period when unforeseen requirements emerge that require the member to incur costs not originally anticipated.

Travelers seek modifications or changes to their orders through the Order Issuing Official who directed and funded the travel. The form of the amendment should identify the:

- Traveler
- TONO/ACCTNG Data
- Entitlement specified
- Reason for change

This information should be attached (memo, letterhead, or handwritten note) to the original travel order.

**Situations
when
amendments
are not
authorized**

There are some provisions that, if not authorized in the order BEFORE travel starts, CANNOT be approved for payment after travel is completed.

Example: An order DIRECTING use of common carrier cannot be amended after the fact to permit some other form of transportation when common carrier was the order issuer's intended form of transportation for the member.

**Amendments
cannot be used
to deny an
entitlement**

UNDER NO CIRCUMSTANCES CAN AN ORDER BE AMENDED AFTER-THE-FACT TO DENY A TRAVEL ENTITLEMENT CONTAINED IN THE ORDER

Example: Orders may not be revoked or modified retroactively so as to increase or decrease the rights that have accrued or becomes fixed, after the travel has been performed.

After travel is completed, an authority can not retroactively modify travel orders to direct a reduced per diem rate when a commercial meal rate was initially authorized.

Blanket Travel Orders

Definition	A Blanket Travel Order is an order that covers repeated travel over an extended period of time.
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Reference	JFTR, par. U2140-B, Blanket or Repeated Travel Orders
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Requirements	Blanket Travel Orders must meet the following requirements.
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- Be an order for an individual.
 - Define the time period covered by inclusive dates.
 - Define the geographic area in which travel can be performed.
-

Monthly Order	The time period covered by a Blanket Travel Order is normally one month.
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Quarterly Order	In a situation of almost constant travel (e.g., the sum of the member's travel is expected to be one month out of three), a quarterly travel order may be appropriate.
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Order for a period in excess of a quarter	Only under the most continuous travel circumstances (e.g., the sum of the member's travel is expected to equal or exceed 6 months out of a year), should a Blanket Travel order for a period in excess of a quarter be issued.
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Example:	See Letter Order Sample on Page 2-B-20
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Group Travel Orders

Definition	<p>A group Travel Order is an order that covers a group while traveling between the permanent duty station and a TDY location or between TDY locations.</p>
Reference	<p>JFTR, para. U4000, Guidelines in Prescribing Group Travel</p>
Travel entitlements	<p>Group travel affects travel entitlements for members of the group ONLY while traveling between locations. Group travel has no impact on travel entitlements for members of the group while at TDY location(s).</p> <p>For unexpected expenses, attached form SF-1164 to orders.</p>
Identifying the travelers	<p>The name of the senior member of the group will appear on the order with the other members listed on an attachment that is a part of the order.</p> <p>Example: TO: LTJG/O2 SAFE T. HATCH 000-00-0000, USCGR and group (see attached)</p> <ul style="list-style-type: none">• This procedure generally enables changing only the attached list when the membership of the group changes before travel begins.• If the senior member changes, the basic order must be prepared again.
Preparing the attachment	<p>The attachment will be a list, fully identifying each member of the group, with the following information:</p> <ul style="list-style-type: none">• rate/rank/grade• name• SSN• document identification number suffix <p>Note: The document identification number for each member will be the same EXCEPT that each member will have a unique suffix specifically identifying that member.</p> <ul style="list-style-type: none">• the command and staff symbol and duty phone need to be shown ONLY if the members are from commands different than that of the senior member. <p>The last entry must be “AND NO OTHERS”.</p>

Liberty Combined With TDY Travel

Introduction	<p>A member traveling individually will sometimes combine liberty with TDY travel.</p> <ul style="list-style-type: none">• The member may be...<ul style="list-style-type: none">Taking liberty time to depart on TDY early orTaking liberty time and returning from TDY late <p>Any entry on the order addressing the member's liberty status in connection with TDY travel is required.</p> <p>The traveler will note LV or Liberty in the itinerary section 15 of DD-1351-2.</p>
Rationale	<p>The order for a member combining liberty with TDY travel needs to be annotated to preclude the liberty time being counted as leave or per diem being erroneously paid for liberty days.</p>
Annotating the order	<p>The annotation will be made by an entry in the "Remarks" block of the order form or in the text of a letter order.</p> <p>The entry needs to note that travel status will be "constructively" begun at the time the member needed to depart on the necessary departure date and/or ended at the time the member could have returned on the necessary return date.</p>
Example 1: Member departs early	<p>Situation: Travel that should commence on January 8 but actually will commence on January 6.</p> <p>Entry: "You are to depart for TDY on 08JAN(YR) for about 6 days. You are authorized to depart on 06JAN(YR) in a liberty status. Travel status for per diem will begin constructively on 08JAN(YR). Note on your travel claim in block 16 the time and date your official duties at the TDY site began."</p>

Continued on next page

Section B
TEMPORARY DUTY

Liberty Combined With TDY Travel, Continued

Example 2:
Member to
return late

Situation: Travel which should commence on January 8, and should end back at the permanent duty station on January 13 but will actually end on January 15.

Entry: “You are to depart for TDY on 08JAN(YR) for about 6 days. You are authorized to remain at (TDY location) in a liberty status until 15JAN(YR). Travel status for per diem will end constructively on 13JAN(YR). Note on your travel claim in block 16 the time and date when your official duties at the TDY site ended.”

Example 3:
Member to
depart early
and return late

Situation: Travel which should commence on January 8 but actually will commence on January 6 and should end back at the permanent duty station on January 13 but actually will end on January 15.

Entry: “You are to depart for TDY on 08JAN(YR) for about 6 days. You are authorized to depart on 06JAN(YR) in a liberty status. You are authorized to remain at (TDY location) in a liberty status until 15JAN(YR). Travel status for per diem will begin constructively on 08JAN(YR) and end constructively on 13JAN(YR). Note on your travel claim in block 16 the time and date when your official duties at the TDY site began and ended.”

Section B
TEMPORARY DUTY

Pay Entitlements Affected by TDY

Introduction Several pay entitlements may be affected by TDY assignment. The unit/PERSRU must ensure the member is aware of all entitlements, which may be affected by a TDY order.

Reference CG Pay Manual

- Section 3-B, Basic Allowance for Subsistence - Enlisted Members
- Section 3-F, Family Separation Allowance (FSA)
- Section 4-A, Hardship Duty Pay - Location
- Section 4-B, Career Sea Pay

Affected pay entitlements Use this table when counseling a member on which pay entitlements may be affected by a TDY order.

WHEN member goes TDY	THEN member
to a career sea pay eligible vessel/mobile unit,	is entitled to sea pay/time.
and is drawing BAS/SEPRATS (enlisted) at his/her permanent unit	continues to be entitled to BAS/SEPRATS while TDY.
to a career sea pay eligible vessel/mobile unit AND is receiving hardship duty pay-location,	is entitled to sea pay/time. Hardship duty pay-location stops.
to a shore unit from a career sea pay eligible vessel/mobile unit over 30 days,	is not entitled to sea pay after 2400 on the 30th day.
to a unit/location where messing is essential, and the member is drawing partial BAS at his/her permanent unit,	is entitled to SEPRATS-T for periods of travel to and from the TDY site (the full day of departure and a full day of return from TDY)
over 30 days and has dependents	may be entitled to Family Separation Allowance (FSA-T).
from a career sea pay eligible vessel,	may not combine ship underway time with TDY time to qualify for FSA-T.
over 30 days	MAY lose entitlement to hardship duty pay-location and/or diving pay.
away from overseas permanent station	entitlement to Family Separation Allowance - Housing (FSH) will terminate on the 59th consecutive day of TDY.

Section B
TEMPORARY DUTY

Preparation of TDY Order (CG-4251) Blocks 1-11

Introduction The CG-4251 is a form for issuance of civilian and military Temporary Duty (TDY) orders. The CG-4251 can be prepared using JetForms Filler software or a typewriter.

Procedure This will assist you in completing blocks 1 through 11 of the CG-4251.

Block	Entry	Reference
1 Name	For individual travel enter the traveler's name in the following format: LAST, FIRST, MI, SUFFIX	
	For group travel enter the senior member's name in the following format: LAST, FIRST, MI, SUFFIX, AND GROUP (SEE ATTACHED)	PPPM 2-B-11
2 Grade/ Rate	The member's rate/rank and pay grade Example 1: MK2/E5 Example 2: LTJG/O2	
3 DIV/ Branch	The member's command (and staff symbol) if any. Example 1: ISC ALAMEDA (pru) Example 2: COMDT (G-WPM-2)	
4 Ext	The member's duty phone number, including area code, and extension. Example: 7853573691X35	
5 Depart Date	The date that the member is to depart the PDS and begin TDY travel, in the following format: DDMMMYYYY Example: 08DEC1996 ♦ Note: If the member is taking leave or liberty and departing early enter the "constructive" date that the member would have departed to report on time had there been no leave or liberty authorized.	PPPM 2-B-12

Continued on next page

Section B
TEMPORARY DUTY

Preparation of TDY Order (CG-4251) Blocks 1-11, Continued

Procedure (continued)

Block	Entry	Reference
6 Est. Days Absent	The number of days the member is expected to remain away from the PDS in a TDY status (do not include leave and liberty days) ♦ Note: This is the maximum number of days for which travel allowances can be paid. If the member is authorized to depart early and/or return late, an endorsement to the order authorizing the additional travel day(s) is required for additional travel allowances to be paid.	PPM 2-B-12
7 Est. Cost	An estimate of the costs anticipated to be incurred to complete the ordered travel. Comment: The estimate is used to reserve (or obligate) funds for the travel, so accuracy is important. Costs that are more or less than the estimate will cause financial adjustments when the travel is completed and the actual costs are posted to the accounting system.	
8 Repeat Travel Orders	For a Blanket Travel Order enter the beginning and ending dates for the period the order covers, use the DDMMYYYY format Example: FROM <u>01OCT1998</u> TO <u>31OCT1998</u> ♦ If this is NOT a Blanket Travel Order enter "N/A"	PPPM 2-B-10
9A Cmd, Dist., Firm or Org.	The name(s) of the TDY activity(ies) Example: TRACEN PETALUMA CGDSEVEN	
9B Loca- tion	The geographic location(s) including county(ies) if in CONUS Example: Sonoma County, CA Miami (Dade County) FL	

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Section B
TEMPORARY DUTY

Preparation of TDY Order (CG-4251) Blocks 1-11, Continued

Procedure (continued)

Block	Entry	Reference
9C Date/ Time	Used if desired by the order issuing command to specify the reporting date and time. Time is expressed using the 24-hour clock and the date is expressed in the DDMMYYYY format. Example: 2400 22OCT1998	
9D Revisit	<ul style="list-style-type: none">• YES if member is authorized to revisit the TDY location(s)• NO if member is not authorized to revisit the TDY location(s)	
10A Regis. Fee	Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. <ul style="list-style-type: none">◆ Indicate in remarks (block 12) if the registration fee includes the cost of any meals and/or lodging.	JFTR, par. U4535
10B Excess Baggage	Any accompanied / excess baggage to be carried at government expense in connection with the TDY travel.	JFTR, par. U3600
10C Local Travel	Check the box if reimbursement for travel in the area of the temporary duty station is authorized.	JFTR, par. U3400 & U3510
10D 1st class jet	Leave blank, unless approval for use of first-class air accommodations has been received from the Commandant or Vice Commandant. See DOT Travel Guiding Principles and submit Exhibit B – Request for Approval of Premium – Class Accommodations to COMDT (G-WPM-2)	JFTR, par. U3125, DOT Travel
10E U-Drive GSA Veh.	<u>Leave blank</u> , rental car authorization (if any) will be entered in block 12 (remarks)	
10F Days Leave	The number of days leave authorized (if any). The leave must also be authorized on a CG-2519 (Leave Authorization)	PPPM 5-D-2
11 Mode of Travel	<u>Leave blank</u> , use block 12 (remarks) to authorize or direct the mode of travel.	PPPM Enclosure (3)

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Section B
TEMPORARY DUTY

Preparation of TDY Order (CG-4251) Block 12

- Introduction** Block 12 of the CG-4251 is used to
- document **WHY** the travel is being performed
 - document **WHAT** is intended to be accomplished
 - Show **HOW** the travel is to be performed
 - indicate expenses authorized
 - indicate travel advances authorized
 - enter any special provisions for the travel
 - document the availability/non-availability of government quarters
 - indicate **TYPE** of messing available

- Instruction** Follow these instructions to complete block 12 of the CG-4251.
- **Example entries can be found in enclosure (3) to this manual.**

Entry	Travel Data
A	Current Messing Allowance at permanent duty station (select only one): (1) Receives Partial BAS (2) Receives Regular Basic Allowance for Subsistence (Enlisted or Officer) (3) Receives Separate Rations.
B	TDY Quarters availability (Select only one per TDY site): (1) Government Quarters (Includes Contract) directed by TDY site. (2) Commercial Facilities. **NOTE: Per U4400, JFTR, for CG Personnel only: Govt Qtrs are available only if use is directed in the order.
C	Type of Messing directed at TDY location (Select only one): (1) Government Mess for all 3 meals. (2) Government Mess at the proportional Meal Rate. (3) Commercial Rate. (4) Reduced Per Diem in the amount of (\$) per day IAW COMDT (G-WPM-2) letter 4600 of (Date)
D	State the mode of transportation directed to, from, and around TDY locality. One or more of these example attachments may apply. (1) AUTH (compact, mid, full-size) rental car at TDY location. (2) AUTH Commercial Air Trans between PDS/TDY location. (3) AUTH local travel/public transportation or taxi at TDY site. (4) AUTH local travel in vicinity of PDS incident to TDY. **NOTE: To facilitate proper reimbursement, always arrange Official travel from either a CTO, in-house travel office or TMC, U3120, JFTR
E	Government Travel Charge Card availability (Select only one): (1) Member possesses a Govt Travel Charge Card. (2) Member does not possess a Govt Travel Charge Card. (3) When either a Govt or Personal ATM Travel Advance is requested and authorized, the orders will state the following: (4) Travel Advance is authorized in the amount of (\$).
F	Travel Expense reimbursable items that require pre-authorization on the travel order are: (1) AUTH Registration or Seminar fee, U4535, JFTR. (2) AUTH Reimbursement for Conference Costs, U2550, JFTR. (3) AUTH Actual Expense Allowance in the amount of (\$) at (City, ST) for TDY period (Dates of TDY), U4200, JFTR.
<u>NOTE:</u>	When travel orders do not direct the Government Meal Rate, or Proportional Meal Rate, or a Reduced Per Diem Rate, the settlement will result in the locality M&IE rate being paid. (See U4125-A3g, JFTR for “deductible meals”)

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Section B
TEMPORARY DUTY

Preparation of TDY Order (CG-4251) Blocks 13-19

Introduction This will assist you in completing the remainder of the CG-4251.

Procedure Use these instructions to complete blocks 13-19.

Block	Description
13	Enter the date the individual requesting the travel signs the order, and the individual's signature. (OPTIONAL)
14	Enter the accounting data from the message (or other document) ordering the member's TDY. Object codes can be found in the Finance Center SOP, Appendix F.
14a	Approving official signs and dates.
15	Accounting division will complete.
15a	Accounting division official signs and dates.
16	Enter appropriate information as required.
17	Enter appropriate information as required.
18	From: Enter the approving official's command. To: Enter the name of the traveler.
Dist.	Original and 4 copies to the member. Copy for unit files. Copy for accounting/finance office Copy for each command to which the member is to report Copy for PERSRU
19	Authorizing Official signs and dates. Include the AO's phone number.

Section B
TEMPORARY DUTY

Letter Travel Orders



Commandant
United States Coast Guard
Human Resources Service &
Information Center

444 SE Quincy Street
Topeka, KS 66604
Staff Symbol: TVL
Phone: (785)295-2250
FAX: (785)295-2835

TONO: XX/XX/XXXXXXXXXX000

XXXX

From: Unit
To: BM2 lam Coastie XXX XX XXXX, USCG

Subj: ORDERS; TEMPORARY DUTY; TRAVEL ORDERS

1. You are authorized to proceed from time to time during Fiscal Year _____ to such places within and beyond the continental limits of the United States as may be necessary on official business of the Coast Guard. Upon completion thereof, you will return to your permanent duty station for resumption of regular duty.
2. Travel necessary to the execution hereof is required by the public interests and is authorized chargeable against Coast Guard Accounting Data X/X/XXX/XXX/XX/X/XX, cost center XXXXX. Travel with CONUS is chargeable against object code XXXX.
3. Travel via government transportation is directed beyond the continental limits of the United States wherever available. Travel via commercial carrier is authorized when government contract carrier is authorized in order to satisfy travel schedule requirements. For MAC, Class Two priority is certified.
4. Travel via privately owned conveyance is authorized providing it has been administratively determined, for each travel segment, that this mode of travel is clearly more advantageous to the government. Local travel via streetcar, bus, subway, street railway, train, etc., is authorized. The use of taxicabs at your temporary duty station is authorized subject to the restrictions outlined in paragraph U3510, JFTR. Hire of special conveyance (GSA vehicle or rental vehicle) is authorized as set forth in paragraph U3415, JFTR. Excess baggage is authorized.
5. Registration fees for conferences, seminars, etc., are authorized.
6. The provisions of chapter 4 of the Joint Federal Travel Regulation, governing per diem rate and reimbursable expenses shall apply under these orders. Authorizations for Actual Expenses Allowance must be authorized on a trip by trip basis made by a separate endorsement. The endorsement must indicate the location and of Actual Expense.
7. Possession of valid TOP SECRET clearance is certified. Prior to departure, you will, as required, avail yourself of Defensive Security Briefing procedures as set forth in Coast Guard Security Manual, M5500.11A.
8. No proceed time is allowed under these orders.

The authority contained herein will expire 30 September 1999, or upon relief of your duties as Director of Resources.

J. SMITH
By direction

Authenticated Original Message Order

Introduction In our effort to improve and simplify the travel process, we remind you of two very acceptable methods of travel order production. When the use of a Coast Guard travel order form is not necessary, these methods can be used.

- Types**
- That official telecommunication message traffic may be used as a travel order. Messages that fund and direct official travel can be modified in a travel order authenticating process and used instead of TDY travel order forms CG-4251 or CG-5131. The message would contain the same travel data as the form.
Simple – Print it, Endorse it, Sign it, and mark as “Original”.
- Message Traffic**
- Like message traffic, electronic mail (e-mail) can also be used as a travel order. Such e-mail must comply with COMDTINST 5270.1d; SUBJ: Management Of Electronic Mail. Namely: (a) a signed paper copy of electronically delivered correspondence must be retained on file at the point of origin; (b) e-mail should be sent RRR (Return Receipt Requested); and (c) the traveler receives an authenticated (signed) e-mail travel order prior to travel and for claim settlement.
- E-mail**
-

Message Authentication The travel order authentication process has the potential to reduce travel order preparation time and eliminate duplicative effort. **For instance, many COGARD TQC Chesapeake training quota messages can easily be adapted to this simplified procedure.**

To qualify and be used in place of producing a travel order form, the message/E-mail travel order, should possess this type of travel data (just like that of form CG-4251):

- A. Travel order number (TONO) and accounting line data;
 - B. Traveler name, SSN, rank and unit;
 - C. Traveler PDS subsistence allowance (as shown in example below);
 - D. The Temporary Duty destination, Purpose and Location (City/County/St);
 - E. Reporting Time/Date;
 - F. Duration of TDY;
 - G. Mode of transportation authorized or directed;
 - H. Type of Quarters authorized or directed;
 - I. Type of Messing authorized or directed;
 - J. Whether traveler is (is not) a Gov't travel charge card holder;
 - K. Maximum amount of TDY travel advance funds authorized; and
 - L. Specifically name reimbursable expenses that must be pre-authorized on the travel order, i.e., Conference costs, Registration fees, Rental vehicle & size authorization, Communication fees, Excess baggage, or Actual expense allowance in the amount of (\$) for (Locality name)(TDY period), etc.
-

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Section B
TEMPORARY DUTY

Authenticated Original Message Order, Continued

**Message
Endorsement**

Make the following authentication endorsement on the top of the first (front) page of the E-mail or if using a message, immediately above the date time group (FTG) number:

QUOTE
(Type in the current date)
FROM: CO(OINC), LONG TITLE NAME OF UNIT
TO: RANK/RATE TRAVELER'S FULL NAME, SSN
1. YOU ARE DIRECTED TO TRAVEL TDY AS DESCRIBED HEREIN AND RETURN AND RESUME REGULAR DUTIES THEREAFTER. FOLLOW GUIDELINES ESTABLISHED IAW THIS MESSAGE TRAVEL ORDER CONSISTING OF (#) PAGES. UNLESS OTHERWISE DIRECTED, THE ACCEPTED MODE OF TRANSPORTATION IS (AS APPROPRIATE).
2. YOU ARE (ARE NOT) A GOVERNMENT TRAVEL CHARGE CARD HOLDER. A TRAVEL ADVANCE IN THE AMOUNT OF (\$000.00) IS AUTHORIZED AND SHOULD BE OBTAINED VIA (ATM OR TRAVELERS CHECKS). IF TRAVEL ADVANCE IS CHARGED TO THE USCG, ATTACH SF-1038 ADVANCE APPROVAL.
3. YOUR PERMANENT DUTY SUBSISTENCE ALLOWANCE IS:
(INDICATE EITHER: PARTIAL BAS, SEPRATS, OR ENL REG BAS OR OFF BAS)
4. (PLACE ADMIN MATTERS HERE, IE, AUTH LEAVE, MAW COMPLIANCE, ETC) SUBMIT YOUR TRAVEL CLAIM WITHIN 3 DAYS AFTER RETURNING FROM TDY FOR REVIEW AND APPROVAL BY YOUR SUPERVISOR.
//S//
AUTHORIZING OFFICIAL SIGNS MSG/E-MAIL
INSERT AO PHONE NUMBER AND DATE.
UNQUOTE

➤ **AFTER AO SIGNATURE (AUTHENTICATION) HAVE MSG STAMPED: ORIGINAL.**

**Example of a
TQC
message**

TQ AY DE NC
TQ/COGARD TQC CHESAPE:000877 AY/002345
R 291308Z MAR 00 ZYB ZUI ASN-AW1089000245
FM COGARD TQC CHESAPEAKE VA
TO COGARD MSO JACKSONVILLE FL
COMDT COGARD WASHINGTON DC//G-CI/G-MRP-3//
INFO COGARD INTSUPRTCOM MIAMI FL
AY/COGARD RESTRACEN YORKTOWN VA//ADMIN/TA//
BT
UNCLAS //N01500//
SUBJ: SEAPORT SECURITY/ANTITERRORISM, MS-502 (M005) PMIS 250268
A. PPM, CGHRSICINST M1000.2 (SERIES), SEC 2-B
B. CGPERSMAN, COMDTINST M1000.6 (SERIES), SEC 4-G
C. COMDT (G-MRP-3) E-MAIL DTD 28MAR00
D. COGARD TQC CHESAPEAKE VA 071204Z MAR 00
1. FOR COMDT (G-CI): IRT REF C, CANX INT'L QUOTA ISSUED REF D FOR SUBJ TRNG.
2. FOR MSO JACKSONVILLE: DIR LISTED PERS TO ATTEND SUBJ TRNG. FOL INFO APPLIES:
A. LOCATION: ROOM 106, HAMILTON HALL
TRACEN YORKTOWN, VA (75-63100)
B. RPTNG TIME/DATE: NLT 2200, 30APR00
C. CLCVN DATE: 0800, 01MAY00
D. DURATION: 5 DAYS GRAD DATE: 05MAY00
E. UNIT RATE/RANK/NAME SSN TONO
CG MSO JACKSONV SELECT AND DIRECT (ONE) P/BMOWP
ACCTG DATA LISTED BELOW MUST BE STRICTLY ADHERED TO. ENSURE THAT ORDS ARE PREPARED PER REFS A AND B.
TONO: 11/00/G8/0/X/XXXX/000 (REPLACE X'S WITH TONO ISSUED ABOVE.)
DAFIS ACCTG DATA: OFF 2/P/001/199/560/BM/70400/2150
ENL 2/P/001/199/560/BM/70400/2151
CIV 2/P/001/199/560/BM/70400/2133
F. QUARTERS: AVAILABLE. USE OF GOVT QUARTERS IS DIRECTED.
G. MESSING: AVAILABLE. USE OF GOVT MESSING IS DIRECTED.
H. TUITION: NOT APPLICABLE
I. RENTAL VEHICLE: NOT AUTHORIZED
3. UNIT PREPARING ORDERS SHALL ENSURE:
A. A COPY OF THIS MSG IS ATTACHED TO MBRS ORIG ORDERS; OR MSG IS AUTHENTICATED PER ALCOAST 126/00. ENSURE SPECIAL REQUIREMENTS FOR THIS CLCVN (IF ANY) ARE INCLUDED IN PARA 4 OF AUTHENTICATING ENDORSEMENT.
B. MBR IS BRIEFED ON PAY/TRVL ENTITLEMENTS AND HAS RECEIVED ALL NECESSARY ADVANCES PRIOR TO DEPARTING UNIT;
C. ADVANCES ARE NOTED ON ORDERS IN ACCORDANCE WITH REFS (A) AND (B).
D. THESE ORDERS ARE READDRESSSED TO PERSONNEL THAT HAVE BEEN TRANSFERRED, INFO NEW UNIT SERVICING ADMIN, AND TQC;

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Section B
TEMPORARY DUTY

Authenticated Original Message Order, Continued

**Example of a
TQC
message
(continued)**

- E. APPROPRIATE PMIS CODE/QUAL CODE ENTRIES ARE MADE UPON MBRS COMPLETION OF TRAINING;
F. COMMANDS SHOULD CONTACT THEIR SERVICING ISC FORCE OPTIMIZATION AND TRAINING BRANCH FOR AVAILABILITY OF FUNDS AND TYPE OF DUTY FOR RESERVISTS ATTENDING TRAINING;
G. ATTENDEES ARE WITHIN THEIR MAXIMUM ALLOWANCE WEIGHT STANDARDS (MAWS) IAW PARA 3C(4) OF COMDTINST M1020.8C;
H. ALL REQUIREMENTS OUTLINED BELOW HAVE ALSO BEEN MET.
4. SPECIAL INFO:
A. RANDOM SUBSTITUTIONS NOT AUTHORIZED. REQUESTS FOR SUBSTITUTIONS/CANCELLATIONS/AMENDMENTS MUST BE ADDRESSED TO COMDT (G-MRP-3), INFO TQC CHESAPEAKE VA. INCLUDE COURSE TITLE, NBR, AND CLCVN ON SUBJ LINE OF YOUR MSG. SUBS/CANX/AMENDMENTS MUST BE RECEIVED NLT 10 DAYS FOLLOWING THE DTG OF THIS MESSAGE TO ALLOW ENOUGH TIME TO REASSIGN QUOTAS AS NECESSARY. EXCEPTIONS WILL BE CONSIDERED ON A CASE-BY-CASE BASIS FOR MEDICAL AND EMERGENCY LEAVE SITUATIONS. UNITS MUST PROVIDE RATE/NAME/SSN, THE REASON FOR THIS ACTION AND A POC WITH PHONE NUMBER. INCLUDE TRAINING COMMAND AS INFO ADDRESSEE.
B. ACTION ADDEES WITH SEL&DIR QUOTAS MUST REVIEW EACH APPLICATION CAREFULLY TO ENSURE NEED OF UNIT AND AVAILABILITY OF ATTENDEE PRIOR TO SELECTION. YOU MUST NOTIFY RESTRACEN & COGARD TQC NLT 10 DAYS PRIOR TO CLASS CLCVN. IF SELECTEES NOT RECEIVED BY TQC PRIOR TO THIS DATE, QUOTAS WILL BE REASSIGNED.
C. TONOS PROVIDED ARE NOT AUTHORIZED FOR RESERVE PERSONNEL WHO FILL SELECT + DIRECT QUOTAS. REFER TO PAR 3.F FOR RESERVE PERSONNEL FUNDING. UNITS WHO SELECT RESERVE PERSONNEL TO ATTEND ARE REQ TO CANCEL THE TONO PROVIDED VIA MSG. TQC WILL CX THE TONO BUT NOT THE QUOTA ISSUED FOR SUBJ TRNG.
D. MBR SHOULD MAKE PLANE RESERVATIONS TO ARRIVE EITHER AT WILLIAMSBURG INTERNATIONAL AIRPORT/NEWPORT NEWS (LIMOUSINE/CAB SERVICE APPROX \$11); OR NORFOLK AIRPORT (NORFOLK AIRPORT SHUTTLE SERVICE APPROX \$25). RESERVATIONS WITH NORFOLK AIRPORT SHUTTLE MUST BE MADE AT LEAST 6 HRS IN ADVANCE, PH: (757) 857-1231.
E. POV DIRECTIONS LISTED IN THIS MSG DO NOT AUTHORIZE POV TRAVEL. POV DIRECTIONS TO TRACEN YORKTOWN: TAKE I-64 TO EXIT 250B. FOLLOW FT EUSTIS BLVD (ROUTE 105) TOWARD YORKTOWN. TURN LEFT ONTO ROUTE 17 NORTH. TURN RIGHT ONTO ROUTE 704 (COOK ROAD). TURN RIGHT ONTO ROUTE 238. FOLLOW ROUTE 238 TO THE TRACEN. IF ARRIVING BY POV YOU MUST STOP AT SECURITY & OBTAIN A STUDENT VEHICLE PASS. E-7 & ABOVE REPORT TO THE DUTY MASTER AT ARMS LOCATED AT CAIN HALL FOR ROOM ASSIGNMENT. E-6 & BELOW REPORT TO THE DUTY MASTER AT ARMS LOCATED AT LAFAYETTE HALL. BRING A PADLOCK AND ALARM CLOCK.
F. ADDITIONAL DIRECTIONS CAN ALSO BE FOUND ON THE TRACEN WEB SITE. IN LOWER CHARACTERS ENTER THE FOLLOWING WEB ADDRESS: [HTTP://WWW.USCG.MIL/HQ/RTC](http://www.uscg.mil/hq/rtc). INFO ON SCHOOLS, BASE FACILITIES, STUDENT POLICIES, AND OTHER APPLICABLE INFORMATION CAN BE FOUND ON TRACEN'S WEB SITE.
G. TRACEN YORKTOWN UNIFORM OF THE DAY: SERVICE DRESS BLUE IS THE PRESCRIBED UNIFORM FOR ALL SEASONS; HOWEVER, TROPICAL BLUE LONG IS AN OPTIONAL UNIFORM YEAR-ROUND. WINTER DRESS UNIFORM MAY BE WORN FM 01 DEC THRU 31 MAR. THE WOOLY PULLY SWEATER & WINDBREAKER ARE AUTH IN LIEU OF SDB BLOUSE IN MOST CLASSROOM SITUATIONS WHEN WORN IN APPROVED COMBINATIONS. UNIT BALL CAPS MAY BE WORN WITH AUTHORIZED UNIFORMS UNLESS OTHERWISE SPECIFIED. UNIT BALL CAPS ARE NOT AUTHORIZED TO BE WORN WITH THE TROPICAL BLUE LONG UNIFORM AT TRACEN YORKTOWN. NO OTHER UNIT ORGANIZATIONAL CLOTHING MAY BE WORN AT THE TRACEN.
H. MBRS ARE NOT TO BRING PERSONAL WEAPONS.
5. DIRECT QUESTIONS TO COMDT (G-MRP-3): LT KLEIN AT (202) 267-0391.
- BT
NNNN

Section B
TEMPORARY DUTY

Temporary Duty (TDY) Checklists

Introduction These checklists have been provided to assist the unit/PERSRU in completing all necessary tasks required for departing and reporting members who are performing TDY. These job aids are designed to be reproduced locally.

TDY Departing checklist Use this checklist when a member requires a TDY order.

Step	Action			Reference	Date
1	Counsel member on travel and pay entitlements			JFTR Chap. 4, 2-B-9 PPPM	
2	Set up travel arrangements. If member is going TDY to “A” School, and an airline ticket is issued, ensure it is a round trip ticket.			Local policy	
3	Get Commandant (G-WPM) approval if TDY will be over 180 days			CGS-JFTR, par. 2145	
4	Complete travel order			2-B-1 PPPM	
5	Ensure member has sufficient funds; arrange for advances if needed			CGS-JFTR, par. 2300	
6	Ensure member has sufficient obligated service			PERSMAN	
7	Ensure member has proper security clearance			PERSEC	
8	Ensure member meets weight standards (if applicable)			Weight Instruction	
9	Complete PCS/TEMDUINS to “A” School worksheet (CG HRSIC-2001) if member is going TDY to “A” School.			Local Policy	
10	If the TDY period is expected to be over 30 days, send a copy of the order, endorsed with the date and time the member departed, to the PERSRU so that pay entitlements affected by TDY can be stopped/started			2-B-9 PPPM, Chap 6 SDA-II User Manual	
11	If	And	Then	7-B-3 PPPM	
	the member has dependents	the TDY period is expected to be over 30 days	provide the member with an FSA Worksheet		
	Instruct the member to complete and submit the FSA Worksheet the PERSRU, with a copy of the TDY order on the 31st day away from the permanent duty station				
12	Forward PERSRU PDR to TDY unit’s PERSRU if TDY over 60 days			PDR Instruction	

Continued on next page

Section B
TEMPORARY DUTY

Temporary Duty (TDY) Checklists, Continued

TDY Duty Site checklist Use this checklist for members TDY at your duty site:

Step	Action	Reference	Date
1	Receive copy of TDY order	2-B-14 PPPM	
2	Verify member reports for TDY. If member fails to report, notify the permanent unit.	10-B-4 PPPM	
3	If the member's permanent duty station rations entitlement is enlisted BAS or SEPRATS, and meals are provided at a Coast Guard dining facility during the TDY period, ensure the member pays for meals provided (at the discounted meal rate). If the member fails to pay, the unit food services officer shall send a Pay Adjustment Authorization (PAA), DD Form 139, to HRSIC (MAS) for checkage of the member's pay.	ALDIST 178/98	

Continued on next page

Section B
TEMPORARY DUTY

Temporary Duty (TDY) Checklists, Continued

TDY return checklist Use this checklist when a member returns from TDY

Step	Action	Reference	Date
1	Ensure member traveled in accordance with the order. If member was required to deviate from the order as issued, ensure any necessary amendments and/or endorsements have been affixed to the original order	JFTR para. 4400	
2	Ensure member submits travel claim to supervisor within 3 working days of return	Appendix (E) PPPM	
3	Ensure supervisor reviews the travel claim and signs and dates block 16 within 2 working days	Appendix (E) PPPM	
4	Provide the PERSRU with a copy of the order, endorsed with the date and time that the member returned to the unit and a copy of the member's travel voucher, so that the pay entitlements affected by TDY can be stopped/started	2-B-9 PPPM	
5	Ensure the travel claim, original order, and receipts are forwarded to HRSIC (TVL)	Appendix (E) PPPM	
6	Forward Career Development Worksheet to PERSRU to report school completion or addition of enlisted qualification codes.	Encl (1) PPPM	
7	Review and complete PCS/TEMDUINS to "A" School (CG HRSIC-2001) if member is returning from TDY to "A" School.	Encl (1) PPPM	
8	Submit Temporary Duty Subsistence transactions if member receives partial BAS at his/her permanent duty station (PERSRU)	Chap 6 SDA-II User Manual	

Section Overview

Introduction

Active Duty for Training (ADT) includes:

- Active Duty for Training for Annual Training (ADT-AT)
- Initial Active Duty for Training (IADT)
- Active Duty for Training - Other Training Duty (ADT-OTD)

ADT is a tour of Active Duty that is used for training members of the reserve components to provide trained units and qualified persons to fill the needs of the Armed Forces during war or national emergency and such other times as national security requires. Section 3-A of the Reserve Policy Manual, COMDTINST M1001.28 defines these duty types in detail. This section will focus on the procedures and processes governing ADT.

In this section

Topic	See Page
The ADT Process	2-C-2
Amendments to ADT Orders	2-C-5
Disability Processing	2-C-6
Preparation of Annual Screening Questionnaire	2-C-8

The ADT Process

ADT order processing

This table describes the stages of ADT order processing.

Reference

- (a) COMDTINST M1001.28, Reserve Policy Manual
- (b) HRSICINST 5231.2, SDAII User Manual

Stage	Who does it	When	What happens
1	Member & Supervisor	At least 45 working days prior to the date of ADT	<ul style="list-style-type: none">Discuss desired consecutive/non-consecutive duty dates.
2	Member	At least 45 working days prior to date of ADT	<ul style="list-style-type: none">Complete the Request for ADT Orders, CG-3453 (Rev 7/98).Forward request to unit using email/fax/mail.
3	Unit	Within 5 days of receipt of request	<ul style="list-style-type: none">Endorse CG-3453 and forward to PERSRU, or to ISC (PF) if member is requesting resident training, ADT of over 12 days, or ADOT.If the member will be entitled to special duty assignment pay (SDAP) during ADT, record entitlement in block 23 of the CG-3453.If member is performing IADT Phase II and attending class "A" School, complete the Departing for TDY or PCS/TEMDINST To "A" School Worksheet (CG HRSIC-2001).Ensure the member has a security clearance if required while on ADT.If ADT is over 90 days, forward Medical/Unit PDR to ADT site.

Continued on next page

Section C
ACTIVE DUTY FOR TRAINING

The ADT Process, Continued

Stage	Who does it	When	What happens
4	PERSRU	Within 2 days of receipt of an approved request	<ul style="list-style-type: none">• Complete ADT travel order (CG-5131). For consecutive ADT, generate accompanying R990 transaction IAW 2-B of reference (b).• Attach to CG-5131, a blank Non-Consecutive Active Duty Endorsement Sheet, CG-5131A, if non-consecutive duty is authorized.• Complete P607 transaction if the member is entitled to SDAP or COLA while on ADT.• Maintain approved request and copy of orders in PERSRU files and PDR for 1 year.• Mail original CG-5131/CG 5131A to member with copies to the members unit, the unit where the ADT will be performed, and servicing ISC (PF).• In cases where the ADT is for 60 or more days (e.g., IADT Phase II to “A” School):<ol style="list-style-type: none">1. Submit D100/VDE47 Administrative Change of PERSRU to transfer the member’s SDA-II database.2. Review and mail the PERSRU PDR to the PERSRU servicing the ADT site.3. Set up tracking of completion date of ADT period.
5	Member	As directed by orders	Report to ADT site
6	ADT site	Member reports for ADT	Notify PERSRU if member deviates from orders by reporting at a different time or fails to report.

Continued on next page

Section C
ACTIVE DUTY FOR TRAINING

The ADT Process, Continued

Stage	Who does it	When	What happens
7	ADT site	Member completes ADT	<ul style="list-style-type: none"> Endorse CG-5131 or CG-5131A to show: <ol style="list-style-type: none"> date and time member reported and departed, and; availability of Gov't qtrs/mess. Fax copy of endorsed CG-5131 (and CG-5131A for non-consecutive duty) to member's home PERSRU on the same day. Complete a performance evaluation and forward it to the members permanent unit. <p>Note: In cases of ADT of 60 or more days, The PERSRU servicing the ADT site shall submit all required PMIS/JUMPS transactions to record pay/personnel changes while member is at the ADT site, including advancements (P555), assignment of a designator (P555), school completion (P341). Upon the member's departure from the ADT site, a D100/47 transaction shall be prepared to transfer the member's SDA-II database back to the original PERSRU, and the PERSRU PDR shall be mailed back to the original PERSRU.</p>
8	PERSRU	Within 2 days of receipt of endorsed CG-5131 /CG-5131A	<ul style="list-style-type: none"> For consecutive ADT, if necessary submits corrected action R990 IAW section 2-B of reference (b). For non-consecutive ADT, completes action code R990 IAW section 2-B of reference (b). Submit R991 and R975 if ADT was over 29 days. Submit a P625 transaction to stop SDAP/COLA if appropriate. In IADT cases, verify that the reservist's school completion and advancements/designator assignment have been recorded in SDA-II.
9	Member	Within 3 days following completion of travel	Complete DD-1351-2 (Travel Voucher) and forward to unit with original CG-5131.
10	Unit	Within 2 days of receipt from member	Complete administrative review of travel voucher and forward to HRSIC (TVL) for processing.
11	HRSIC (TVL)	Upon receipt of voucher	Process travel voucher for payment of travel entitlements.

Amendments to ADT Orders

When orders can be amended

Orders can be amended after the fact to document verbal authority given during the ADT travel period when unforeseen requirements emerge that require the member to incur costs not originally anticipated.

Travelers seek modifications or changes to their orders through the Order Issuing official who directed and funded the travel. The form of the amendment should identify the:

- Traveler
- TONO/ACCTNG Data
- Entitlement specified
- Reason for change

This information should be attached (memo, letterhead, or handwritten note) to the original travel order

Situations when amendments are not authorized

There are some provisions that, if not authorized in the order BEFORE travel starts, CANNOT be approved for payment after travel is completed.

Example: An order DIRECTING use of common carrier cannot be amended after the fact to permit some other form of transportation when common carrier was the order issuer's intended form of transportation for the member.

Amendments cannot be used to deny an entitlement

**UNDER NO CIRCUMSTANCES CAN AN ORDER BE AMENDED
AFTER THE FACT TO DENY A TRAVEL ENTITLEMENT
CONTAINED IN THE ORDER**

Example: An order can't be amended after the fact to "unauthorize" a rental car authorized by the order in order to deny payment to the traveler

Disability Processing

Introduction Disability processing applies to reservists who incur or aggravate an injury, illness, or disease in the line of duty while performing ADT.

References

- Reserve Policy Manual, Section 7-E
- CG Pay Manual, Chapter 12, Reserve Pay and Allowances

Process Below are the stages of disability processing.

Stage	Who does it	What happens
1	Member	Becomes disabled
2	Member/CO	Ensures a medical exam by proper authorities is completed
3	CO	Issues line-of-duty determination
4	CO	Obtains medical documentation
5	CO	Notifies District Commander
6	District	Issues Notice of Eligibility (NOE)
7	District	Convenes initial medical board for extension prognosis
8	District	Coordinates payments procedure with HRSIC (SES)
9	District	Approves/disapproves waiver requests
10	District	Terminates NOE

Continued on next page

Disability Processing, Continued

Certificates

A certificate of nonreceipt of compensation and a certificate of physical condition shall support a notice of Eligibility (NOE) by medical authority. The certificates must be prepared on plain bond paper and attached to the NOE. Below are examples of each.

Example of certificate of nonreceipt

“I certify that during the pay period for _____ to _____, I have not received any income, pension, disability allowance, or disability compensation nor do I have a claim pending with the Department of Veterans Affairs or my current employer.”

Signature, Rank/Rate, SSN, USCGR

Example of certificate of physical condition by medical authority

“This is to certify that _____, USCGR was undergoing medical treatment by me from _____ to _____, or was confined in the hospital or equivalent facilities, and was unable to perform the military duties to which he/she would normally be assigned. PROGRESS REPORT and PROGNOSIS as of _____, 19____”

Signature and Title of Medical Authority

Preparation of Annual Screening Questionnaire

Introduction 10 USC 271 requires an annual screening of Ready Reserve members to ensure they are properly skilled and able to report for active duty if mobilized..

References Currently directed by ALDIST. New guidance to appear in the Reserve Policy Manual, COMDTINST M1001.28 in future update.

Preparation procedures Procedures for completing annual screening:

Step	Action
1	PERSRU produces Annual Screening Questionnaire, (CG-3799) in SDA-II and forwards to Unit.
2	Ready Reservist verifies preprinted information in items 1-6, completes blocks 8-13 and signs block 7. For items that are incorrect or are blank, type or print the correct information in the space provided. Return completed form within 30 days of receipt to your PERSRU.
3	PERSRU prepares PMIS/JUMPS entries to record screening in accordance with Chapter 2-B, SDA-II User Manual, HRSICINST M5231.2.

Continued on next page

Preparation of Annual Screening Questionnaire, Continued

Definitions

The following are definitions of the terms used on the CG-3799:

- **Items #1-3**, Self-explanatory.
 - **Item #4**, Obligation Date: Is the end of current enlistment for enlisted reserve members. For obligated reserve officers, it is the date when their obligation ends.
 - **Item #5**, Date Last Physical: Refers to the date that the last military physical was approved.
 - **Item #6**, Martial Status: If marital status has changed ensure proper documentation, including a current CG-4170A, has been submitted.
 - **Item #7**, Signature and Date
 - **Item #8**, BAH Code. See pages E-5-3 and E-5-4 of this manual for a list of codes.
 - **Item #9**, Occupation Code. Provide additional information in the space provided if this Civilian Occupation Code does not address your current occupation. A listing of civilian occupation codes is contained in the “Department of Labor Directory Of Occupational Titles”, a copy of which is maintained by each PERSRU.
 - **Item #10**, Name and address of current employer.
 - **Item #11**, Dates of School completions.
 - **Item #12**, List Qualification Codes for enlisted members and Experience Indicators for officers.
 - **Item #13**, Check “yes” or “no”. If no see chart below.
-

Mobilization

The following are the steps to follow if you are unable to mobilize.

If	Then
You are not available for mobilization because of employment or occupation,	Ensure your employer has filed the proper documentation. Note: Your position must be classified as exempt under Title 44, CFR, Part 333.
You are not available for mobilization because of hardship	Provide documentation prescribed by section 8-B-8, Reserve Policy Manual, COMDTINST M1001.28.
You are not physically qualified to perform active duty	Provide documentation from your doctor (e.g., letter)

Section Overview

Introduction

Active Duty Other Than Training (ADOT) includes:

- Involuntary Active Duty
- Voluntary Active Duty for Emergency Operations
- **Active Duty for Special Work (ADSW)**

This section will focus on the procedures and processes governing ADSW-AC, (formerly TEMAC). This duty may be performed by reservists in the Selected Reserve, Individual Ready Reserve (IRR) or the Standby Reserve (Active Status). Note: IRR and Standby Reserve include those referred to as Active Status Pool (ASP).

References

Reserve Policy Manual, COMDTINST M1001.28
ALDIST 183/96
COMDTINST 1330.1 (series).

In this section

Topic	See Page
Projecting Costs of ADSW-AC Orders	2-D-2
Document ID's (TONO) for ADSW-AC Orders	2-D-3
Accounting Line Data for ADSW-AC Orders	2-D-4
How to Process an ADSW-AC Order	2-D-6

Projecting Cost of ADSW-AC Orders

Introduction All ADSW-AC costs, including pay and benefits, travel and per diem, and permanent change of station (PCS) entitlements (when applicable) are normally the responsibility of the commands using ADSW-AC. Commands using long-term ADSW-AC should keep in mind those personnel assigned to a unit for over 20 weeks are entitled to PCS entitlements. Assignments cannot exceed 360 days and cannot cross fiscal years.

References Personnel Manual, COMDTINST M1000.6A, Art 4.G, 7.A.19-20
Pay Manual, COMDTINST M7220.29, Chapter 12
Joint Federal Travel Regulations (JFTR) , U7G

Estimating Total Cost The Benefiting Unit shall determine the cost of Pay and Allowances, FICA and Travel and record it in Section III (Document ID and Accounting DATA) of form CG-3453 (Rev. 7/98). If the period of ADSW-AC covers a portion, rather than a full 15 day pay period, (i.e.: 25-30 June vice 16-30 June), compute the pay and allowances for the partial period by dividing a full month's entitlement by 30 days then multiply that daily amount by the number of days. Compute total cost taking the following into account:

Pay and Allowances

- Base Pay (including longevity increases)
- BAH/OHA
- Subsistence (actual days)
- FSA (if period of ADSW-AC is over 30 days refer to page 7-B-3)
- CONUS COLA or COLA
- Leave to be earned and sold
- Any other station allowances

FICA

- Multiply .0765 x one month's base pay. This amount is reduced from the base pay accounting line and added to the FICA accounting line.

Travel Entitlements

- Travel costs to and from the ADSW-AC site
- Per diem for travel days

Note: Travel Entitlements are not payable if ADSW-AC site is within the geographical limits of the members' home.

Document ID's (TONO) for ADSW-AC Orders

Introduction The Benefiting Unit shall provide three separate Document ID's in Section III of form CG-3453 (Rev. 7/98) "Request For Reserve Orders. The DOC Type 72 is used to pay the member in PMIS/JUMPS. The DOC Type 11/12/13 is used to pay the member for travel in IATS.

References FINCEN SOP, FINCENSTFINST M7000.1, Chapter 5

Document Number Examples

- 11/99/29/9/8/16/001/000 (for TVL)
- 72/99/29/9/8/16/001/000 (for P&A)
- 72/99/29/9/8/16/001/001 (for FICA)

DOC ID TABLE This table gives guidance on each part of the document number.

Field	Function
11 - Document Type	Use DOC type 11 for all Reserve Travel Orders with a consecutive duration under 20 weeks. Use 13 for non-consecutive duty under 20 weeks. Use 12 for PCS Travel Orders (duty over 20 weeks). Use 72 for Pay and Allowances and FICA.
99 - FY Funded	Last two digits of the FY in which the transaction will be funded.
29 - Procurement Site Code	"29" represents the Eighth District Office. A listing is found in Appendix H to the FINCEN SOP. This number should remain constant for each office.
9 - FY Contract Originated	Last digit of the fiscal year of the initial document.
8 - Region	Region/district from Appendix A, FINCEN SOP. "8" stands for Eighth District.
16 - Program Element (PE)	For most units, this field will be constant. Those units that have several program elements or other than normal 2-digit PE's should use a master 2-digit PE assigned by their Budget Office for document numbering purposes. For reserve orders use only the first two characters of the Accounting Line Program Element.
001 - Document Sequence	Assigned by the unit for expenditure of funds.
000 - Suffix	Subdivision within an expenditure. For ADSW-AC Orders, use 000 for Travel and Pay & Allowances, and 001 for FICA Entries.

Accounting Line Data for ADSW-AC Orders

Introduction The Benefiting Unit shall provide three separate Accounting Lines in Section III of form CG-3453 (Rev. 7/98) "Request For Reserve Orders."

References FINCEN SOP, FINCENSTFINST M7000.1, Chapter 4

Accounting Line Data:

- 2/8/901/108/30/0/16xx/12345/2100 (Travel)
- 2/8/901/108/30/0/16xx/12345/117K (P&A)
- 2/8/901/108/30/0/16xx/12345/122R (FICA)

Accounting Line Table This table gives guidance on each part of the document number.

Field	Function
2 - Agency Code	Indicates the Coast Guard. It will always be "2".
8 - Region/District Code	Normally constant for a particular unit. Example: 8 for Eighth District, F for FINCEN.
901 - Appropriation Code	Last digit of the fiscal year. (9=1999). Remaining digits are the appropriation account. For ADSW-AC use "01".
108 - Appropriation Limitation Code (ALC)	First digit is type of funding, direct or indirect. Use "1, 2, 3 or 8" as per Appendix C of reference (a) for Reserve Orders. 1=Direct Funds, 2=Direct Funds (pickup accounts), 3=Direct Funds (HQ Refund Program), and 8=Reimbursable Funds. Second two digits is Administrative Target Unit (ATU): 01 for First Coast Guard District, 07 for Seventh Coast Guard District, 36 for FINCEN, etc. Some ATU's have four digits such as LANTAREA, which is 2032.
30 - Allotment Fund Control Code (AFC)	Most units and staff elements will use a constant 30 in this field. Day to day CG operations are generally funded through AFC 30.
0 - Allotment Level Indicator Code (ALIC)	This field will always be 0.
16 - Program Element (PE)	This is the "source of funds" for procurement. Up to six positions may be used for projects in other appropriations. Some large units have multiple Program Elements. For most units, this field will be constant.

Continued on next page

Section D
ACTIVE DUTY OTHER THAN TRAINING

Accounting Line Data for ADSW-AC Orders, Continued

12345 - Cost Center	<ul style="list-style-type: none">• Normally the benefiting units OPFAC.
117K - DOT Standard Object Class	<ul style="list-style-type: none">• 117J - Commissioned & Warrant Officers Pay & Allowances• 117K - Enlisted members Pay & Allowances• 122O - FICA Tax - Officers• 122R - FICA Tax - Enlisted• 2100 - General Operational Travel. The travel object class may vary. See FINCEN SOP, Appendix F, 2100 series for a complete listing of travel related object class codes.

How to Process an ADSW-AC Order

Introduction The below stages shall be followed in the ADSW-AC Order Process

References Reserve Policy Manual, COMDTINST M1001.28, Art. 3-D-12
Medical Manual, COMDTINST M6000.1B, Art 3.A.7.j.(1)

ADSW-AC Order Processing This table describes the stages of ADSW-AC order process.

Stage	Who does it	When	What happens
1	Member	at least 45 working days prior to date of ADSW-AC	<ul style="list-style-type: none">• Complete Section I of Request For Reserve Orders, (CG-3453, Rev. 7/98) and submit to benefiting unit, via permanent unit and ISC (PF)/fot.
2	Permanent Unit	upon receipt of request	<ul style="list-style-type: none">• Ensure member has an approved physical in the Health Record or recorded on the PDIF• Complete Section II of Request For Reserve Orders, CG-3453 (Rev. 7/98), and forward to ISC (pf)/fot for approval.
3	ISC(pf)/fot	upon receipt of request	<ul style="list-style-type: none">• Complete Section IV of Request For Reserve Orders, CG-3453 (Rev. 7/98) , and forward to benefiting unit.
4	Benefiting Unit	upon receipt of request and following approval from ISC(pf)/fot	<ul style="list-style-type: none">• Complete Section III of the Request For Reserve Orders, CG-3453 (Rev. 7/98), and forward to PERSRU, copy to member.

Continued on next page

Section D
ACTIVE DUTY OTHER THAN TRAINING

How to Process an ADSW-AC Order, Continued

Stage	Who does it	When	What happens
5	PERSRU	upon receipt of an approved request verify:	<ul style="list-style-type: none"> Obligated service to cover the ADSW-AC period Verify direct deposit Complete and deliver orders (CG-5131) to member, copy to Funds Manager, Benefiting Unit and COMDT (G-WR-1) If ADSW-AC period is over 60 days, forward the PERSRU PDR and members electronic file to the servicing PERSRU of the benefiting unit.
6	Member	as directed by orders	<ul style="list-style-type: none"> Obtain new I.D. card at nearest issuing unit if ADSW-AC is over 30 days Report to ADSW-AC site for duty
7	Benefiting Unit	member reports	<p>Endorse CG-5131, notify member's home PERSRU of:</p> <ul style="list-style-type: none"> date and time member reported availability of GOV'T QTRS/MESS date and time member is to depart <p>Copy of endorsed CG-5131 to member's home PERSRU.</p> <p>If duty is non-consecutive complete CG-5131A, "Non-Consecutive Active Duty Endorsement Sheet", following instructions on the form.</p>
8	PERSRU	notified by ADSW-AC site of member's arrival	Process CG-5131 for payment (submit PMIS/JUMPS transaction(s))
9	Member	within 3 days following completion of ADSW-AC	Complete DD-1351-2 (Travel Voucher) and forwards to unit with original CG-5131
10	Unit	within 2 days of receipt from member	Complete administrative review of travel claim and forward to HRSIC (TVL) for processing
11	HRSIC (TVL)	upon receipt of claim	Process travel claim for payment of travel entitlements